

OFFICE OF CIVILIAN DEFENSE  
CIVIL AIR PATROL

TRAINING DIRECTIVE)  
NO. 15 )

NATIONAL HEADQUARTERS  
WASHINGTON, MARCH 6, 1942

OPERATIONS ORDERS FOR FLIGHT MISSIONS

1. General

Operations Orders are required for authorizing all flight missions undertaken as part of Civil Air Patrol activity. It is important, therefore, that such orders be clear, concise, and complete to prevent confusion. The basic procedure to be followed is set forth herewith.

2. Text

The text material to be used in this course of instruction is presented in the following pages.

3. Distribution

Copies of this Directive will be distributed on the basis of four copies per Headquarters.

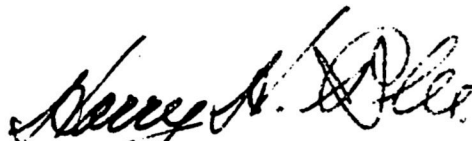
4. Requirement

All Command, Staff and Flight personnel are required to take this course. It is desirable that other personnel also be familiar with the text.

5. Instruction Procedure

After each member concerned has read and thoroughly understood the text, a conference will be called for classroom instruction, which will include a general discussion and working out of details of procedure.

By Command of Major General CURRY:



HARRY H. BLEE  
Colonel, Air Corps  
Training & Operations Officer

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OPERATIONS ORDERS FOR FLIGHT MISSIONS1. General

Operations Orders are the channels through which orders for one or more flight missions are translated from plan to practice. In addition, these orders constitute a record and give authorization. As such they should have all the necessary information without unnecessary details and should be specific.

2. Form

Attachment A shows the basic form in which Operations Orders will be prepared. Attachment B shows the short form which may be used by Squadrons for routine training missions completed in one day. Attachments C, D, E and F are sample Operations Orders.

3. Numbering

Operations Orders will be numbered consecutively.

4. Contents

Every Operations Order should explain who, when, where, what and how.

a. Who: Units or personnel and planes which will execute the mission. Unit numbers will be used, i.e. Wing 81, Group 815, Squadron 815-3, Flight 815-3B. Planes will be referred to by NC numbers, i.e., NC 1111 not Aeronca NC 1111. Individuals will be referred to in the body of the Order by rank, initials and last name (preferably written in capitals). Given names will be spelled out if necessary to prevent confusion. For example, Squadron Commander MALTA. Use FRANK SMITH and FRED SMITH to distinguish between two F. SMITHS.

b. When: Date and time will be given as necessary for departure and return of the mission. The date will be used instead of terms such as: "today", "tomorrow", "Wednesday". When giving a time of day use the 24 hour clock, i.e. 3:10 P.M. is 15:10. Operations Orders referring to units may omit time for departure and return. Orders referring to individuals will either give the time for departure and return or else state such times will be at the individual's discretion. Departure time is the time of take-off. Time for return is the time of landing.

c. Where: The route or region to be flown over. General terms may be used such as "X-ville to Y-ville". Map coordinates will be used if accurate identification is needed. Specific details of the route will be omitted

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since the pilot is responsible for avoiding danger areas. Names of places will be printed in capital letters.

d. What: Description of the mission including necessary precautions and objectives.

e. How: Description of action to be taken or procedure to be used. When standard methods of action and standard procedures are adopted they will be referred to as Plan A, Plan B, etc., to save unnecessary repetition. For example: "Plan B will be used in taking counter saboteur action."

## 6. Individual Orders

Individuals will not be named in Operations Orders applying to Groups or Squadrons but will be named when such orders apply to a Flight or to individuals. In this case the names of pilot, crew members, passengers and the NC number of the plane in which each person will go are indicated.

## 7. Emergency Procedure

In an emergency, Operations Orders may be transmitted verbally, by telephone, telegraph or otherwise. However, in that event a confirming Operations Order will be prepared as soon as practical together with a brief paragraph explaining the emergency.

## 8. Issuance

Operations Orders will be issued only by duly constituted authority. This will be the Unit Operations Officer, or his deputy, representing the Unit Commander. Such delegation of authority will not relieve the Unit Commander of responsibility for issuance of proper Operations Orders. Flight missions undertaken by Command and Staff personnel (including the Operations Officer) will require Operations Orders in the same manner as those of other flight personnel.

## 9. Distribution

The originals of its Operations Orders will be filed in numerical sequence by each Headquarters. One copy of each order will be distributed as follows:

- a. To each Unit and when necessary to each Pilot named in the order.
- b. Attached to the Operations Order received from a higher unit in compliance with which the original was issued.
- c. To other organizations when necessary for their information.

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**10. Reference**

An Operations Order issued in fulfillment of another Operations Order will refer to the latter and identify it clearly. For example, a Squadron Operations Order may state: Reference Group 73 Operations Order No. 65. A Group Operations Order may state: Reference Air Force Order No. 976. If the order originates with the Unit itself, the reference is given as "None".



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ATTACHMENT A

## BASIC FORM FOR OPERATIONS ORDERS

(Material in parenthesis varies in different cases. Other material is standard)

## CIVIL AIR PATROL

Headquarters (Class of Unit) (Number of Unit)

OPERATIONS ORDER)  
NO. (Number) )(Locality and state where  
order was issued)  
(Date of order)

(Body of order. Number each paragraph.  
Last paragraph will give names of personnel and NC number of planes when pertinent.)

By Order of (Name and title of Unit Commander):

(Signature of Operations Officer)

(Name and title of Operations Officer)

Distribution. (Number of copies sent to various units. Units are described by number. Individual pilots are named.)

Reference. (Name of Unit and Operations Order number under which this order issued or else word "None".)



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ATTACHMENT B

Example of short form of Operations Orders

CIVIL AIR PATROL  
Headquarters Squadron 769-2OPERATIONS ORDER)  
NO. 66 )Z-VILLE, NEBRASKA  
MAY 8, 1942

The following missions will be flown:

Date	Plane No.	Crew	Duty	Mission	Take off	Land
5/8/42	NC2112	A. Smith	Pilot	Flight training	10:00	12:00
5/8/42	NC3114	B. Jones K. Brown	Pilot Observer	Flight training Mission # 10	11:00	13:20
5/9/42	NC2112	A. Smith C. Kent	Pilot Check Pilot	Flight training Mission # 1-	9:00	9:30
5/12/42	NC4115	D. Green E. Frank	Pilot Observer	Z-ville to Omaha and return	10:00	14:00

By Order of Squadron Commander WALLACE:

/s/ S. Thomas  
S. THOMAS  
Operations Officer

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ATTACHMENT C

Example of Wing Operations Order

CIVIL AIR PATROL  
Headquarters Wing 73

OPERATIONS ORDER)  
NO. 18 )

ST. LOUIS, MISSOURI  
FEBRUARY 15, 1942

1. a. Group 739 will provide an observation patrol along the Missouri River from Kansas City to Jefferson from February 25th until further notice during daylight hours.

b. Sabotage activities will be watched for.

2. All Squadrons in Group 739 will have completed formation training flights by March 15, 1942.

By Order of Wing Commander ROE:

/s/ John Doe  
JOHN DOE  
Operations Officer

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ATTACHMENT D

## Example of Group Operations Order

CIVIL AIR PATROL  
Headquarters Group 739OPERATIONS ORDER)  
NO. 16 )SMITHVILLE, MISSOURI  
FEBRUARY 18, 1942

1. a. Squadron 739-1 will fly an observation patrol along the Missouri River from Kansas City to Boonville from February 25th until further notice. This patrol will be made during daylight hours.

b. Plan B. will be followed in event sabotage is discovered.

2. a. Squadron 739-2 will fly an observation patrol along the Missouri River from Boonville to Jefferson City from February 25th until further notice. This patrol will be made during daylight hours.

b. Plan B. will be followed in event sabotage is discovered.

3. Squadron 739-5 will carry out a training flight in formation from Xville to Fayette and return on March 1.

4. Squadron 739-6 will carry out a training flight in formation from Yville to Van Buren and return on March 1.

By Order Group Commander JONES:

/s/

John K. Doe

JOHN K. DOE

Operations Officer

Distribution: 1 copy to Squadrons 739-1, 739-2, 739-5, 739-6

Reference: Wing Operations Order No. 18



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ATTACHMENT E

## Example of Squadron Operations Order

CIVIL AIR PATROL  
Headquarters Squadron 739-5OPERATIONS ORDER)  
NO. 25 )X-VILLE, MISSOURI  
FEBRUARY 20, 1942

1. a. Flights 739-5H, 739-5A, 739-5B will fly in Squadron formation from X-ville to Fayette starting at 10:00 March 1st.

b. The return flight will start at 14:00 from Fayette.

2. Personnel and planes used will be as follows:

<u>FLIGHT</u>	<u>PILOT</u>	<u>OBSERVER</u>	<u>NC.</u>
H	*Squad. Com. JONES	D. BROWN	1111
	B. KEEN	E. ROBINSON	2222
	C. DUNCAN	F. WILLIAMS	3333
A	H. JENKS	L. RUTLAND	4444
	J. BOSTON	M. WALTERS	5555
	K. ROBINSON	N. COHEN	6666
B	A. ROLLINS	D. MATHEW	7777
	B. CARTER	E. TRAVIS	8888
	C. ELLIS	F. SMITH	9999

By Order of Squadron Commander A. JONES:

/s/ B. Smith  
B. SMITH  
Operations Officer

Distribution: 3 copies each Flights H, A, B

Reference: Group Operations Order No. 16

\*Abbreviation for Squadron Commander

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ATTACHMENT F

## Example of Squadron Operations Order

CIVIL AIR PATROL  
Headquarters Squadron 529-4OPERATIONS ORDER)  
NO. 34 )Z-VILLE, INDIANA  
FEBRUARY 26, 1942

1. Pilot A. WALLACE will take off at 8:30 March 1st, fly to Chicago Municipal Airport with documents and return at his discretion on March 2.

2. Personnel and planes used are:

<u>PILOT</u>	<u>CREW</u>	<u>NC.</u>
A. WALLACE	NONE	8877

By Order Squadron Commander MAY:

/s/ K. Jones  
K. JONES  
Operations Officer

Distribution: 1 copy Pilot Wallace

Reference: None